

## Sweetwater Union High School District

### SENIOR TRANSLATOR/INTERPRETER

#### **Purpose Statement**

The job of Senior Translator/Interpreter is done for the purpose/s of translating under the direction of an assigned administrator, provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and educational materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related clerical duties; and provide direction and guidance to the Translator /Interpreter.

This job is distinguished from similar jobs by the following characteristics: The Senior Translator/Interpreter classification serves as a lead, training and providing work direction to assigned personnel. The Senior Translator/Interpreter assists in coordinating District-wide translation and interpretation schedules and activities. The Translator/Interpreter classification provides District-wide oral and written translation and interpretation services.

#### **Essential Functions**

- Assists in coordinating and conducting a variety of activities (e.g. translator workshops, District translation/interpretation activities, trainings, etc.) for the purpose of providing and/or sharing information and direction.
- Oversees Translator/Interpreters for the purpose of providing direction and/or guidance.
- Translates accurately and concisely documents and other materials from English to second language and second language to English for the purpose of providing translation and interpretation for school and District-level functions.
- Serves as an interpreter for a variety of District functions (e.g. meetings, workshops, conferences, special events, etc.) for the purpose of providing interpretation for District Personnel, parents and/or students.
- Reads and rewrites material in a second language for the purpose of providing materials in a second language following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Prepares written translations for duplication for the purpose of providing materials in Spanish and English as needed.
- Operates a variety of office equipment including a copier, typewriter, computer and assigned software; operates translating equipment; drives a vehicle to conduct work for the purpose of performing assigned tasks.
- Composes routine correspondence from brief instructions for the purpose of providing written documentation.
- Maintains manual and electronic files and records (e.g. student files/records, calendar of events, schedules, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Performs a variety of clerical duties (e.g. compiling/duplicating materials, monitoring inventory levels of office supplies, assisting with purchase requisitions, maintaining filing systems, typing a variety of documents, answering telephones, etc.) for the purpose of assisting assigned staff in a variety of activities.

#### **Other Functions**

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: special education terms (legal, medical, educational); special education processes and programs; and protocol in confidential translation/interpretation.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing guidance and direction; communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent, supplemented by college level course work in a designated second language; and two years of job experience translating and interpreting materials.

**Required Testing**

Speak, read and write in a designated second language.

**Certificates & Licenses**

Valid California Driver's License may be required.

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

**Paraprofessional Job Description**

*Adopted by BOT 2/19/13*

**Salary Range: 58**